

**Pittsfield Village Condominium Association
Board of Directors Meeting
Friday, March 2, 2012**

MINUTES

Pittsfield Village Board Members Present:

Laura Zeitlin
Ken Sylvester
Justin Ferguson
Jessica Lehr
Aaron Pressel

Board Members Absent:

Kramer-Triad Management Group: Melissa Brown, Jeff Gourlie, and Colin Breed.

Co – op Board – not present

Committee Members Present

Darleen Boynton (chair)
Andy Hickner
Jason Beckerleg (chair)

Co-owners present: Linda Skolarus came to the meeting to bring up the prospect of solar roof tiles. Gathered some information for the board. These are an alternative to solar panels. They can be interspersed with regular roof tiles. However, they may be very expensive. Can we ask RTA their opinion? Ken suggests getting specs to start. Melissa will make contact. Linda is also interested in looking into options for residents to use clothes lines, perhaps on decks. She hopes to do research and share with Board for cost/benefit analysis. Board discussed possibility of a committee or a task force to look at environmental or “green” options for the community. We do quite a bit already - board suggested writing an article or a blurb about “being green” for the newsletter or website or both.

CALL TO ORDER: 6:45 pm by Justin Ferguson

Agenda approval:

- Nick from Clean Energy Coalition may be here tonight to talk with us.
- Motion made to approve agenda was made by Ken, seconded by Laura. All in favor.

COMMITTEE REPORTS

AD HOC GOVERNANCE

- Melissa spoke with Greg, and he will have something for the next meeting.

COMMUNICATION COMMITTEE

- Community Website: We’ve been through a few rounds of edits. Also a new Face Book page has been created. Old version was underutilized and committee was never able

to determine ownership. There will be a link on the PV website to the Facebook page. Jason sent a link to his email distribution list.

- The plan is for the committee to maintain both website and the Face Book page.
- Hoping this will work as a marketing tool as well as a resource tool for residents.
- If we post minutes to the website, there should be a template used for the board and all committees. We want to look professional and organized. Jessica volunteered to put something together
- Remove “community archives” from website.
- Can homeowners post to the Flickr? We probably don’t want that option. Communications committee is trying to choose photos good for marketing purposes
- Can content be moved into the site more, rather than having links to exterior sources (for example, having newsletters within the site, instead of sending people out to another website)? If things are on a separate website, it would be good to have something that notifies them they are leaving the site (an icon?)
- Visual map of the community-we would like to use a current version (website used old version). Tim – has an overlay using Google maps with up-to-date information and details.
- Have Board member and Committee chair names hyperlink to email addresses (any links should be links)
- Would like Staff to be able to post for-sale units and other materials to the site. This means that they will need both permissions and any necessary training
- Add City of Ann Arbor link; also consider historic photos hosted by the Ann Arbor District Library
- A graduate student once created a documentary about the Village for her thesis. It is our goal to find it and send it to board members for them to see. Hillary Ward may know how to find it.

- Can we have a rotating calendar that shows events? It would be great if people can click on an event and download the info.
- Consensus: it looks great. It’s a great start.
- Are we comfortable replacing the Associa site with the new site, Pittsfield Village.com? Yes.
- Andy needs the IP information.
- Motion made by Ken to agree to use the new website and shut down the Associa website, once all information is uploaded and transferred. Content should be further reviewed/discussed both to edit and to be sure we’ve got everything from the “Communications Exchange”. Once that’s done, we will phase that site out. Laura seconded. All in favor. Jessica would love to get some feedback from Realtor, Hillary Ward.

LANDSCAPE COMMITTEE

Did not meet

MODIFICATIONS AND MAINTENANCE COMMITTEE

- The Committee discussed playground equipment and the issue is tabled for now, but -would like it to be brought up at the annual meeting. Committee hopes to present 3 options for consideration
- Minutes submitted for record.
- Drain issues and responsibility for payment of invoices has been a huge issue. Perhaps a newsletter reminder to the community what can be flushed. Will look into having a policy to clarify

FINANCE COMMITTEE

- Held budget meeting. Minutes and are being edited to include Finance Committee notes. Will be sent soon.

BOARD APPROVED MOTIONS THROUGH EMAIL

- Roto Rooter sewer line repairs
- Payment agreement
- January board minutes

PLANNING SESSION – held Thursday, February 23rd.

Jessica and Justin could not attend.

Discussion items:

- Preparation for the budget meeting was not what Board had hoped. In general, it did not include cost per item and plan so that Board could understand the specifics of where the numbers come from. Were also expecting more priority info as in previous year
- A number of new projects came up for the first time at the budget meeting (playground, pool, etc.). We need to be responsible in long-term planning and allocating. Board would prefer that such ideas be brought up and discussed/research during original budget planning (or prior) rather than at the meeting. However, there should always be some room for flexibility (Jessica) – but this seemed to happen a lot this year.
- We should have a “wish list” that we are researching/discussing over time (fully vetted so we can make good choices) – would love to bring wish list idea to residents
- Would like to have a 3-year or 5-year plan that is then revisited and revised every year (look at for future)
- Does the finance committee get the minutes from budget meetings? Yes.
- Is finance committee involved in every board decision? No. there has been situations that the board approves, that cannot wait to go through the committee process. In these emergency situations, the info is usually presented to Finance at their next meeting for informational purposes
- Office computer purchase: Board concerned that staff be careful about cost and justify spend. Perhaps old computer can be set up as a resident

work station; Jeff let Board know that KT may invest in laptops for managers

- Expenses that have been reduced—we want to highlight!
- Requested changes to the board pack:
 - Email financials usually included in executive session portion (save paper). Questions can be asked over email or Board can choose to print as needed
 - Set up financial report just as budget presentation was done. Include this in the printed Board Pack each month (with month-over-month projections)
- Group purchasing options. Board would like staff to look into how group purchasing options could be arranged/managed. Management will look into and present ideas and questions at next Board meeting. Might be able to go through KT as facilitator – will need to make sure there are no gray areas.

MEMBER REQUESTS—NONE

COOPERATIVE BUSINESS

- 3503 Oakwood: listing price of \$50,000.00.
- Conversion extension: 2 units have requested extensions. It was made clear that listing a unit for sale is not an attempt to convert.
- Board-approved bank added to list.
- Board received an offer on 2831 PF for \$52,000.00; countered at \$57,000.00

MANAGER REPORT

- 4 units have sold in February. One bank owned unit sold at \$30,000.00.

- Work orders for January --171 open work orders.
- Rentals report submitted for record.
- Co-op owners must obtain permission to rent their units. Aaron noticed some lease expirations go beyond the conversion deadline. How does this affect an owner's willingness to convert on time? Maybe they should not be granted a lease extension if they have not been trying to convert. Melissa will talk with the attorney and the co-op board.
- 7 co-op units for sale.
- 91 units in the deferred group. 3 pending conversions in March.

CONTINUING BUSINESS

- CD renewal: Discover will not work with 3rd party, only with Board President. We are throwing it back into the mix of banks. Melissa suggests doing the United Bank and Trust 9 month and 15 month CDs. We will do more research on other options. Laura

motioned to go with the 9 and 15 month CDs with UBT; Ken seconded; all in favor; motion passed.

NEW BUSINESS

- **2013 Budget:** we can allocate line items after agreeing that the fees will not increase. Laura moved that we maintain flat fee/not raise fee schedule as written in the 2012 budget. Aaron seconded. Motion passed.

ADJOURN TO EXECUTIVE SESSION

8:55 pm

EXECUTIVE SESSION

NEXT BOARD MEETING: March 27, 2012

Respectfully submitted by Tracy L. Vincent